

COLORADO ARMY NATIONAL GUARD EXCEPTED TECHNICIAN

VACANCY ANNOUNCEMENT NUMBER

TVA #10-002

AMENDMENT

POSITION TITLE, SERIES & GRADE: Financial Manager, GS-0505-13		PDCN: 70370C00	
OPENING DATE: 13 January 2010	SALARY: \$87,815	To	\$114,158 (Per Annual)
CLOSING DATE: 16 February 2010	(Step 01)		(Step 10)
AREA OF CONSIDERATION: Limited to current members of the Colorado Army National Guard (COARNG) and those eligible to be appointed.			
MAX MILITARY GRADE: O5/LTC		MIN MILITARY GRADE: O3/CPT	
NOTE: Grade inversion within the full-time workforce is not permitted. The military grade must not exceed that of the selecting supervisor listed below. Higher graded applicants may be considered but the final decision is the responsibility of the selecting supervisor with HRO concurrence.			
COMPATIBLE MILITARY ASSIGNMENT: OBR: 44A, 45			
SELECTING SUPERVISOR: LTC Angela Maxner Telephone: 720-847-8655 / DSN: 847-8655			
LOCATION OF POSITION: USPFO, Buckley AFB, Aurora, CO, 80011			
NOTES: 1. PCS funds are available. 2. Must provide military rank, DOB, SSN, and TVA# on resume/application. Also submit the OF 306 (Declaration of Federal Employment). 3. Be advised that if selected for a military technician position where membership in a reserve component is a condition of employment, your bonus will be terminated and may or may not be subject to recoupment. Questions pertaining to recoupment may be directed to the State Incentives manager at (720) 250-1337. 4. A minimum of a Secret clearance is required.			
SPECIALIZED EXPERIENCE NOTE: Specialized experience will be used to determine qualifications for the announced position. Please provide From and To dates (mm/yy) with description of Specialized Experience: Candidates must have 36 months of specialized experience or training in the following: <ul style="list-style-type: none">• In administrative, managerial, supervisory, professional or technical work that provided the applicant an opportunity to acquire a knowledge of management principles, practices, methods and techniques; and an understanding of the needs and problems of administering programs.• In at least one functional area of financial management (i.e. budgeting, accounting, auditing, management analysis, program evaluation, financial reporting, statistical reporting of program results, etc.) which included making objective and logical determination of facts.• That included written and oral assignments using various formats, and presentation methods to present concepts or positions in a clear and logical manner so that audiences with varying levels of understanding comprehend the material presented.• That involved analyzing data, and drawing conclusions from varied and complex data. This includes employing information gathering techniques and evaluation, interpreting and reporting upon work progress and program accomplishments.• That required establishing and maintaining effective working relationships with people having different interests.• Ability to Supervise.			
KNOWLEDGES, SKILLS AND ABILITIES (KSAs): In the event there are more than 10 certified applicants, the following KSA's will be used to determine the best qualified applicants from which selection will be made. Provide From and To dates (mm/yy) specifying the specialized experience. <ol style="list-style-type: none">1. Knowledge of the statutory responsibility for the proper obligation, accounting, disbursement, and administrative control of federal funds.2. Knowledge of fiduciary responsibility for the proper obligation, accounting, disbursement, and administrative control of federal funds.3. Knowledge Army National Guard budgeting, accounting principles, and financial reporting.4. Ability to develop, coordinate, and organize an integrated system of financial services.5. Ability to make sound decisions and recommendations on all aspects of supervision and financial management.6. Ability to communicate orally and in writing.			

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: College transcripts must accompany application in order to be considered. Graduate education is accepted at the rate of one full academic year, i.e. 30 semester hours (or equivalent), for one year of specialized experience. The course work should be directly related to the job being filled, i.e., public administration, business administration, accounting, economics or other related management fields.

POSITION DESCRIPTION INFORMATION: This position is located in the Army Comptroller Division in the US Property and Fiscal Office (USPFO). The primary purpose of this position is to serve as the Chief Financial Officer (FM) for the Colorado Army National Guard (COARNG). This position is responsible for meeting the congressional intent of the Chief Financial Officer Act. This Act updates the professional standards, responsibilities, duties, and fiduciary liability of the FM. Directs financial management policy in support of the ARNG military organizations and units. As chief, Financial Officer maintains statutory responsibility for the proper obligation, accounting, disbursement, and administrative control of all federal funds allocated to the state. Ensures the full disclosure of accounting information, sound reporting methods, and analytic interpretation of financial posture. Establishes and directs financial policies to ensure compliance with fiduciary responsibilities, statutory requirements, regulations, procedures, national and local policies enabling the optimum use and control of financial resources. Serves as the principal financial advisor and the technical expert to the state Adjutant General (AG), USPFO, senior staff management, major subordinate commands, and the Program Budget Advisory Council (PBAC). Advises, supports and facilitates management decisions concerning financial considerations, such as the availability and appropriate use of Federal funds. Determines the significant impact of projected DOD, DA, NGB and other government programs affecting the COARNG's fiscal policies. Implements appropriate courses of action as best suited for the state. Serves as the certification officer for all ARNG disbursements and is pecuniary liable for these disbursements. Interprets the legality and propriety of all payments. This position is responsible for official auditable financial records for the state. Develops, coordinates, and organizes an integrated system of financial services, including budgeting, accounting, financial analysis, operational review, accounts payable, military pay, civilian pay, travel, government travel card program, and financial management reporting. Writes, implements, and maintains an effective system of financial management controls for the state ARNG. Ensures accurate accountability for Federal funds and provides full disclosure of financial actions in compliance with statutory requirements, regulations, directives, procedures, national and local policies. Recognizes potential problem areas through detailed risk analysis and vulnerability assessments to determine requirements for special management control studies and operational reviews. Recommends to the USPFO reviews by the Inspector General (IZG), external audit agencies, and investigative services. Plans and assigns work to be accomplished by subordinates engaged in professional or other two grade interval work. Sets priorities and prepares schedules for work completion. Makes assignments based on priorities, degree of difficulty, and requirements of the assignment.

Please see "Instructions for Applying" for a complete and comprehensive application for the Colorado National Guard, attached to this announcement.

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION:

When this announcement closes, each application will be qualified and rated. "Qualified" means that we will compare your experience with a standardized set of qualification criteria (Specialized Experience) for the particular position being announced. "Rated" means, if there is more than one grade listed on this announcement, you will be found qualified at one of those grades according to the number of months experience you have listed (see first page under "SPECIALIZED EXPERIENCE"). If your application is found qualified, it will be rated accordingly and your application will be forwarded to the selecting supervisor. If found not qualified, you will receive a letter indicating that you were "not qualified" and the reason(s) why. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. *Incomplete applications will be considered "Not Qualified" because of lack of information.* The HRO is not responsible to inform you that your packet is incomplete. When the qualification records are completed for the selecting supervisor, the decision is final. **YOU MUST REVIEW THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**

At a minimum, your packet must include the following information:

- A typed or neatly printed summary of your employment history (a resume, OF 612, or any other format you choose) is required.
- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, appropriate phone numbers, Social Security Number and date of birth.
- Your military grade, unit of assignment, and AFSC. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
- A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates, from and to (mm/yy), to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frames.
- If you have completed any college courses, include copies of your college transcripts with the application.
- DO NOT use Appraisals or Appraisal Standards as proof of your experience. Do not include copies of military appraisals.
- **WRITE A SUMMARY OF EACH KSA (including from and to dates for each KSA) TO EXPLAIN HOW YOU QUALIFY IN CASE THERE IS MORE THAN TEN APPLICANTS.**
- List all pertinent military schools and training completed. You may include your certificates of completion and any special licenses.
- Optional Form (OF) 306, Declaration Federal Employment, must be attached to your application.
- STAPLE all documents together in one package. DO NOT use binders, folders or notebooks when you turn in your application.
- **Please sign and date application.**
- The application must be received in the HRO not later than close of business (1630 hours) on the closing date. NOTE: HRO is closed on Mondays.

**SUBMIT YOUR APPLICATIONS TO: Human Resources Office
ATTN: HRO-Staffing Section
6848 South Revere Parkway
Centennial, CO 80112-6709**

POC's: SSG Mike Martinez 720-250-1166 / DSN 250-1166 OR SPC Leonard Hill 720-250-1434 / DSN 250-1434

You may also fax your complete application to: 720-250-1169 or DSN 250-1169. The HRO is not responsible for incomplete faxes. Please contact HRO to ensure that your fax arrived and was complete.

You may also email applications to michael.martinez15@us.army.mil or leonard.j.hill@us.army.mil

You are welcome to contact the HRO office for review of your application to ensure proper format for the announced vacancy prior to closing date. POC's for applications are SSG Mike Martinez @ 720-250-1166 OR Capt Malona Cavanaugh @ 720-250-1162.

NOTES: 1. All employees must participate in Direct Deposit/Electronic Fund Transfer.

Applications of non-selected applicants **will not be returned, and will NOT be filed in the Official Personnel File (OPF)**. Should a position be announced at less than the authorized grade (Trainee), the selected applicant may be promoted when he/she meets all qualifications and is submitted by the supervisor.

IF YOU ARE SELECTED FOR THE POSITION: The selecting supervisor is responsible to notify you that you were selected for the position, and should inform you what to do next. You will receive a letter in the mail from an HRO representative informing you of your hire date and in-processing date, and whom to contact with your questions.

IF YOU ARE NOT SELECTED FOR THE POSITION, the selecting supervisor is responsible to inform you that you were not selected. He/she is allowed to tell you who the actual selectee was, but is not allowed to discuss other applicants' qualifications with you. The selecting supervisor is allowed, if you ask him/her, to advise you of ways to improve your interview techniques or your application in order to enhance your opportunities for future vacancies. HRO Staffing section is available to give advice on how to build a better application.

EXPLANATION: An EXCEPTED position is exempt from normal procedures used in hiring for Federal Civil Service in that applicants are neither formally tested nor obtained from a register. EXCEPTED Technicians, during the course of employment, will receive the same benefits as all other Federal employees, including coverage under the Civil Service Retirement System or Federal Employees Retirement System. EXCEPTED Technicians are required to wear appropriate military uniform, and must become active members of the Colorado National Guard.

THE COLORADO NATIONAL GUARD IS AN EEO EMPLOYER: all applicants will be considered without regard to race, color, religion, national origin, age, sex, non-disqualifying physical handicap, except when the applicant involved is ineligible to become a member of the Army or Air National Guard because of regulatory restriction on age or sex (EXCEPTED positions only). All announcements must be posted on all unit/office bulletin boards, in a public area, until the closing date, at which time they may be filed or destroyed.

Also see the HRO Colorado National Guard Web Site at <http://www.coloradoguard.army.mil/hro/hro.html>.